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CIVS 76-0129

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Relocation Planning

REFERENCE : Memo for all Executive Officers fr the Ex Director,  
CSC, dtd 25 Nov 69, same subject

1. This memorandum is for your information.

2. We have discussed referent memorandum with representatives of the Office of Logistics. The Director of Logistics has designated [redacted] to act in liaison with the Office of Personnel at such times as moves are contemplated which might involve significant numbers of employees. In turn, I have appointed [redacted] to act as a focal point in the Office of Personnel. STAT

3. The Office of Personnel will be notified at an early date when such moves are planned. The Staff Personnel Division, the Recruitment Division, and the Personal Affairs Branch of the Benefits and Services Division will be prepared, under the direction [redacted] to identify and assist employees who will be affected by the move, particularly in relation to those points raised in referent memorandum concerning housing and transportation. It is possible that a number of employees, particularly at the middle and lower income levels will not wish to relocate; in such instances, the External Employment Assistance Branch of the Retirement Affairs Division will assist these employees in locating other jobs. Of course, to be effective we should participate as early as possible in the site selection. Appropriate reviews and personal interviews at that time will accomplish the most in meeting those objectives which are spelled out in referent memorandum. STAT

Robert S. Wattles  
Director of Personnel

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**UNITED STATES  
CIVIL SERVICE COMMISSION  
WASHINGTON, D. C.**

For your information.

**FROM** \_\_\_\_\_  
*Nicholas J. Oganovic*  
*Executive Director*



**UNITED STATES CIVIL SERVICE COMMISSION**  
**WASHINGTON, D.C. 20415**

IN REPLY PLEASE REFER TO

November 25, 1969

YOUR REFERENCE

To all Executive Officers

In recent years, a number of agencies have relocated from high-density inner city areas to suburban areas. Obviously these moves were necessary. They provided additional space needed to carry out expanded missions, enabled consolidation of offices previously scattered throughout the city, or replaced obsolete buildings with modern facilities. I have been disturbed, however, by reports that some of these moves have caused unnecessary hardship for employees. Such hardship could have been avoided had agency officials given additional consideration to employee needs when planning the moves.

I am concerned that lower-grade employees, particularly minority group members, have been unable to find housing in the suburbs that they could afford and have had to seek employment elsewhere. Also, there have been reports that discussions with employee groups were not held until the details of the move were pretty much settled. Situations such as these have left employees and the general public with a feeling that management is insensitive to employee needs.

Such an impression is both regrettable and erroneous. Executive Order 11035, "Management of Federal Office Space," provides among other things that agencies afford employees "safe, healthful, and convenient conditions of employment." Furthermore, the General Services Administration recently added to its regulations on Federal property management a statement of its policy of avoiding locations (for public buildings and leased space) which will work a hardship on employees. The GSA policy is to avoid locations which (1) do not have adequate housing for low and middle income employees within a reasonable proximity, and (2) are not readily accessible from other areas of the urban center.

We doubt that it will ever be possible to relocate without some inconvenience to employees. However, we strongly urge that planning officials consider well in advance the impact of a proposed move on agency personnel. Because of the special relationship of the personnel office to employees and employee organizations, we suggest that personnel officials become involved in all discussions on possible relocations.

Agency personnel officials will be able to provide the planning committee with advance information that could help head off problems. For example, they could provide an estimate of the numbers and occupations of employees who will not relocate, an estimate of the scope of the resulting recruiting and training problems, and a general idea of how these factors will affect agency operations. In addition, and perhaps more important, personnel officials through their formal and informal contacts with employees and employee organizations can serve as go-betweens and thus help smooth the way for the move.

The following are some of the human factors that we believe planning officials should consider before making a final decision on agency relocations:

A. Locale of the proposed site

- accessibility to the urban center
- existing public transportation facilities
- existing parking facilities
- availability of housing, including housing suitable for low and middle income families
- availability of community services such as schools, medical facilities, shopping areas, park and recreation facilities
- tax structure (a high tax structure may preclude the relocation of lower-grade employees)

B. Characteristics of the present work force

- total number of employees and grade dispersion
- special skills required
- number of employees who would be willing to relocate
- number of employees who would not relocate and the reasons for not relocating; impact on the economy of the inner city

- number of employees not relocating who could be placed in other Federal agencies in the inner city
- number of employees who would be willing to relocate if the agency provided special services, e.g., subsidized bus transportation, subsidized parking facilities, payment for movement of household goods, etc.

C. Impact on agency operations

- labor market conditions at the new site
- anticipated recruiting problems
- anticipated training problems
- length of transition period

Proper consideration of the above factors will serve to alleviate personal hardship to employees and improve the efficiency of the service.

Sincerely yours,



Nicholas J. Oganovic  
Executive Director

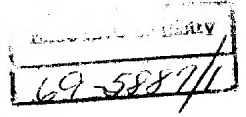
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[redacted]  
Robert S. Wattles  
Director of Personnel

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**UNITED STATES CIVIL SERVICE COMMISSION**  
**WASHINGTON, D.C. 20415**

IN REPLY PLEASE REFER TO

November 25, 1969

YOUR REFERENCE

61-5887

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Sincerely yours,



Nicholas J. Oganovic  
Executive Director

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CIVIL SERVICE COMMISSION  
WASHINGTON, D. C. 20415  
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Central Intelligence Agency  
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